

AMERICAN EMBASSY BELGRADE

United States Agency for International Development (USAID)

Announcing an open position for

Title: AID Project Management Specialist (DG Specialist)

OPEN TO: All interested candidates

POSITION: USAID Project Management Specialist (DG Specialist), FSN-10

OPENING DATE: October 27, 2014

CLOSING DATE: November 09, 2014

WORK HOURS: Full-time (40 hours per week)

LENGTH OF HIRE: Temporary position (1 year with possible extension)

Major duties and responsibilities:

The FSN Project Management Specialist (PMS) is an empowered professional in USAID Serbia's Democracy and Governance Office (DGO) and supports the design, implementation, monitoring, and evaluation of Office programs and activities. The DG Specialist's primary focus is on the rule of law (including both judicial reform and anti-corruption), and may include initiatives in governance/parliamentary support and civil society. He/she is a senior member of the DG team and manages politically sensitive DG programs carried out under multi-year cooperative agreements and contracts. The incumbent provides program, project, and budget analysis across activities, performance monitoring and administrative support, coordinates Mission and external office reporting, and operates independently of any other such position in the office.

As an experienced USAID Mission professional, the PMS is a core member of a team that manages Development Objective (DO) 1, "Strengthened Accountability of Key Democratic Institutions," and partners with professionals in other related USAID sectors in the planning, design, development, management, and monitoring of USAID programs. This position requires a senior, well-informed, and analytical FSN professional who is knowledgeable about Serbian

society, history, and political/democratic development, and does not represent any particular political party or faction. The incumbent has several main responsibilities: (1) as AOR/COR (Agreement/Contracting Officer's Representative), manage, monitor, and evaluate existing DG projects, with a primary focus on the rule of law/judicial reform/anti-corruption sectors; (2) help formulate USAID's strategy objectives and design/initiate new DG projects; (3) as technical advisor, help analyze current social and political events (particularly in the area of judicial reform and anti-corruption) for democratic development for senior USAID and other USG officials; and (4) serve as a key liaison between USAID and senior Serbian officials/leaders in the democracy and governance sphere. The PMS reports to the DGO Director or designee.

The incumbent must be able to speak confidently and accurately about USAID program objectives, processes, and requirements to the highest level Serbian government (Minister-level), political, judicial, and other contacts, and to leaders of US and Serbian organizations implementing USAID-funded activities. He/she interacts frequently with the highest level officials of USAID, the US Embassy, and other USG agencies. He/she must be knowledgeable about USG policies, regulations, and legislation related to contract and grant management.

DUTIES AND RESPONSIBILITIES:

Program Management and Support:

The principal responsibility of the PMS is to manage and oversee activities and projects within the Democracy and Governance Office. The PMS identifies and resolves problems that may be encountered in the implementation process of projects under DO1.

As AOR/COR, s/he directly manages, implements, evaluates and monitors major activities and sub-activities within the DG portfolio, relating to rule of law, judicial reform, and anti-corruption; may include civil society and other sub-sectors as required. Activities include direct support such as direct grants and government-to-government projects as well as programming conducted through implementing partners. As A/AOR or A/COR, manages other key DGO programs in the absence of the primary AOR/COR. Provides technical input and guidance on democracy and governance issues associated with all activities managed by the DG Office, and on activities managed elsewhere in the Mission, as requested. Participates at the senior level on USAID and Embassy teams formulating democracy promotion strategy and designing programs related to governance. Identify solutions to implementation problems. Makes personal site visits to implementing organizations to verify periodic reports they supply to USAID. Provide regular written activity status reports to supervisor on DG programs managed and recommend corrective actions for supervisor's approval.

S/he provides senior level technical input in coordinating the formulation of strategy development and implementation within the DO 1 portfolio, specifically that which is related to

program monitoring and the management of judicial reform, anti-corruption, and other activities in DGO. S/he leads and participates as appropriate in the development of activity designs, evaluation plans and assessments (particularly in the rule of law/anti-corruption sector), and actively contributes to their realization. S/he contributes substantively to the conceptualization, launching, and management of assistance activities that contribute to DO 1 expected results.

S/he prepares and delivers verbal and written program and subject-matter briefings for the DGO Director, USAID Mission Director, Ambassador, and others on request.

Participates in the development of monitoring/evaluation plans and monitors/oversees their implementation. Prepare the technical specifications for commodity procurements or Scopes of Work for activity analyses, evaluations, grant competitions, etc.

Prepares authorizations, waivers, and other program documentation for signature of responsible superiors. Monitors activity finances (funding and expenditures, mortgages, pipelines and contractor/grantee financial statements), and gives technical approval for disbursements to implementers. Acts as the official USAID representative on site visits, identify implementation delays and problems, and solutions to resolve them.

S/he takes minutes at relevant and significant meetings and conferences, assuring that obligations and commitments are upheld and that action deadlines are met. Shares relevant information proactively and appropriately with other DGO, Mission and Embassy staff to ensure that personnel are sufficiently informed.

S/he represents DGO on interagency committees or ad-hoc teams requiring democracy and governance input as requested.

S/he assists the Office Director and colleagues to prepare routine and extraordinary reports, including relevant contributions to the Operational Plan, budget and program analyses, quarterly accruals reports, briefings, and presentations. In this context, s/he delegates tasks appropriately to the Administrative Assistant and ensures their satisfactory completion.

Technical Advising, Data Collection and Analysis:

The PMS is to remain informed and current in broad trends relevant to democracy and governance in Serbia and the region. The incumbent will monitor and report on current social and political affairs in Serbia, with a special, although not exclusive, focus on the rule of law sector, and interpret their programmatic implications for senior USAID management. S/he will monitor developments related to good governance and democratization processes more broadly, including key policies and legislative issues affecting the sector, and current problems, issues, and achievements. S/he conducts research and gathers information from outside sources that may be used in project development, reports, etc. S/he summarizes information and conclusions in written documents and orally to contribute to presentations to senior Mission management and

other decision-makers, which may be incorporated in USAID/Serbia and Montenegro documents.

Summarize information and conclusions in a written and oral form for presentation to senior USG officials and other decision makers or for incorporating into USAID/Serbia activity documents and reports. Organize field trips for expatriate USAID staff and visiting US government officers or evaluators, to ensure maximum exposure to emerging trends and various points of view and for monitoring of activities for which she/he is responsible, providing translation as needed.

In carrying out duties, the incumbent is expected to conduct independent democracy and governance analysis, providing valuable information and analysis to other DG colleagues, the Office Director and to the US Mission as appropriate. As such, the incumbent independently cultivates/maintains contacts and dialogue with appropriate and relevant governmental, parliamentary and judicial officials, as well as leading civil society leaders through participation in meetings, seminars, receptions and similar types of activities.

The incumbent will use these contacts and dialogues to advance USAID DG objectives by advocating for the adoption and implementation of appropriate laws and policies affecting the development of effective governance, and for appropriate actions to be taken to most effectively advance democratic reform in Serbia.

S/he fulfills other technical and administrative duties as necessary and assigned by the DGO Director.

Assistance Activity Performance Monitoring:

The PMS will ensure that performance monitoring systems are in place and that periodic, reliable measures/indicators of portfolio impact are established. Collects and monitors performance data on an ongoing basis, and reports on such data. Assesses progress in achieving outputs and results for DGO activities consistent with USAID Serbia's Country Development and Cooperation Strategy, and evaluates and assesses activities as needed.

Continually strives to enhance the achievement of results by periodically reviewing development context, results indicators, and activity implementation progress, identifying problem areas and suggested solutions.

The PMS designs, organizes and manages DGO records and files for the activities for which s/he is the AOR/COR, in a manner conforming to mandatory USAID guidelines and practices set forth by the USAID Serbia Financial and Management Office (FAMO). S/he collects and maintains technical and budget data relating to DO1 assistance activities and monitors project budget ceilings, obligated amounts, mortgages, accrued expenditures, and pipelines.

Occasionally participates as a member of evaluation or assessment teams, providing oral and written input to reports.

Performs other duties as assigned or required.

Requirements:

Education: A university degree is required. A master's degree is preferable. Completed coursework leading towards the master's degree, in a field relevant to governance and the rule of law, e.g. law and/or political science, is required.

Prior Work Experience: Must have at least three, preferably five or more, years of progressively responsible work experience in program management and administration, of which at least two years should be in related development work with the USG, other donor organizations, or host-government organizations.

Knowledge: Must have a good knowledge and the potential to acquire more profound knowledge, of USG legislation, policy and practice relating to development assistance; USG programming policies, regulations, procedures and documentation; and of the objectives, methodology, and status of assigned activities. The position requires broad and deep understanding of the rule of law, governance, and civil society sectors in Serbia, including deep knowledge of key individuals and institutions involved in the sectors. Required subject matter knowledge includes understanding and familiarity with relevant legislation, governmental strategies and policies, important institutional relationships, and major international actors in the governance and rule of law arenas.

Skills and abilities: The ability to cultivate and effectively maintain productive contacts with mid-to-senior level officials in the host government, particularly in the judiciary, parliament, and major governance institutions, is critical. The ability to effectively obtain and analyze data related to developments, trends and issues in the rule of law and governance sectors is also required. The candidate must be able to professionally manage multiple complex judicial reform and governance programs simultaneously, and ensure that portfolio's effective integration and contribution to overall Office and Mission objectives. The ability to work relatively independently, under the strategic direction of the supervisor, is essential, as is the ability to serve in various roles as a productive member of a diverse, high-performing team. The candidate must be proficient in typing and in operating computers with standard software including Microsoft Office suite, particularly word processing, email, spreadsheet, and database software applications. The candidate must be able to travel in-country to assist with project monitoring.

Language proficiency: Comprehensive written and oral English (Level IV fluency), and Serbian language (Level V) skills are required.

ADDITIONAL SELECTION CRITERIA

1. Management will consider hiring grade that will depend on the qualifications of the incumbent.
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
5. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
6. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

Successful candidate must be able to obtain an appropriate security clearance required for the position.

Please Note: Candidates will be tested during the interview process.

HOW TO APPLY

Interested applicants for this position must submit all the required documents listed down below enclosed with a cover letter addressing all the vacancy announcement requirements/selection criteria respectively. **Otherwise, the application will be considered incomplete and shall not be taken into consideration.**

- a) **Cover letter;**
- b) **Application for Federal Employment OF-612;**
- c) **A detailed current resume or curriculum vitae providing a mailing address and a daytime telephone number; plus**

- d) **Copies of any other documentation (e.g., essays, certificates, awards, and copies of degrees earned which do not have to be translated) that addresses the minimum requirements of the position as listed above;**
- e) **Provide the USAID HR Office with at least three references quoting their telephone numbers and emails;**
- f) **Copies of valid Serbia residence and work permits for Non-Serbian and American citizens, which are in compliance with host government laws and regulations (if applicable).**

Application for Federal Employment OF-612: <http://www.usaid.gov/sites/default/files/OF612.pdf>.

Incomplete applications will not be taken into consideration.

Note: DO NOT enclose the original documents to your application, as they will not be returned. Application language is English.

SUBMIT APPLICATION TO

USAID, AMERICAN EMBASSY BELGRADE

Bulevar kneza Aleksandra Karadjordjevica 92

11000 BELGRADE

Or

E-mail: belgrade-jobs@usaid.gov

The subject line of your email must read: AID / Project Management Specialist (DG Specialist)

POINT OF CONTACT

Telephone: 011-706-4222

Fax: 011- 361-8267

CLOSING DATE FOR THIS POSITION: November 09, 2014

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.

The US Mission in Serbia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.